

State of Alaska Division of Motor Vehicles Standard Operating Procedures	SOP No. T-100	Page No. 1 of 2
	Effective October 21, 2005	
Subject:	Supersedes T-100	Dated 8/31/03
TITLE CORRECTIONS, ADDITIONS, DELETIONS	Approved	
Statute:	Regulation:	Form No. 811, 812, 821

All corrections, additions, or deletions to title information require completion of an Application for Title and Registration (Form 812) or a Vehicle Transaction Application (Form 821) by the vehicle owner or lienholder. Exception: An application is not required when the change is due to a DMV error. See T-180 for procedures for adding or deleting a lienholder.

When a change is made to information printed on the face of the title, other than the address, the outstanding title must be surrendered to the Division. The owner will be issued a new title reflecting the change(s). When a change is made to information **that is not printed** on the title, the title is not required (R-195).

The title is not required for the following changes:

VEHICLE: License Plate Color Weight Class, Tax and I/M Information	OWNER: *Residence or mailing address *Lienholder mailing address
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*The old address will still show on the title. If the owner wants to change the address on the title, the most current title must be surrendered and a title fee is charged.

Surrender of the most current Alaska title is required for the following:

VEHICLE: Serial Number / VIN Year Model Make Body Style Odometer	OWNER: Name Lienholder Conjunction (and/or)
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APPLICATION REQUIREMENTS:

- An Application for Title and Registration (Form 812) or Vehicle Transaction Application (Form 821) completed and signed by the owner or the lienholder. Unusual circumstances should be explained in the affidavit or comment section in the applicant's handwriting.
- Surrender of the original Alaska title, PROPERLY RELEASED (T-150) IF THERE IS A CHANGE IN OWNER NAME OR THE CONJUNCTION.
- Additional items may be required depending on the specific change. See the following page for these requirements.

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ADDITIONAL REQUIRMENTS ~ SPECIFIC CHANGES:

- Serial Number / Vehicle Identification Number (VIN)—If a VIN cannot be verified through Division records, NATB or NICB books, a Certificate of Vehicle Inspection (Form 811) must be submitted.
- Year, make, model, or body style change—If the correct year cannot be verified through Division records, NATB or NICB books, a Certificate of Vehicle Inspection (811) must be submitted. A statement from an Alaska motor vehicle dealer or the vehicle manufacturer, on letterhead, verifying the correct year, make, model, and body style is acceptable.
- Vehicle owner or lienholder name change—When a name is misspelled and it is an obvious error, it may be corrected and justified by a statement in the affidavit section of the application. Name corrections of severely different composure require proof of name, preferably from researching Division records. If such proof of name is not available then other reliable identification may be accepted. Use your best judgement in these cases.

FEES:

Title Replacement	\$15.00
Lien Recording	\$15.00
Division Error	No Charge

Cross Reference:

T-002	Application Processing	R-195	Correcting Registrations
T-150	Signature Requirements		
T-180	Lien Recording, Assumption and Agreement		